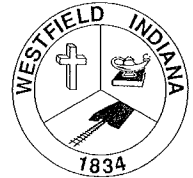


# TOWN OF WESTFIELD



## TOWN COUNCIL

ANDY COOK  
JOHN DIPPEL  
JOHN B. HART  
ROBERT L. HORKAY  
JOE PLANKIS  
ROBERT J. SMITH  
RONALD W. THOMAS

## CLERK-TREASURER

CINDY J. GOSSARD

Mr. Ronald Raney, L.S.  
Real Estate Services Manager  
INDOT - Greenfield District  
32 South Broadway  
Greenfield, IN 46140

RE: Project No. STP-9929(042); Designation No. 0301159; Monon Trail,  
Phase 1, from 146<sup>th</sup> Street to 156<sup>th</sup> Street, Town of Westfield, Indiana.

Dear Mr. Raney,

The Town of Westfield hereby requests an authorization of federal funds in the estimated right-of-way acquisition costs as follows:

Land, Improvement and Damages	\$ 500,000.00
Relocation Entitlements	None
Incidental Right-of-Way Costs	<u>None</u>
Total Authorization Request	\$500,000.00

These costs are   X   are not            in addition to agreements for consultant services which have been   X   or will be            processed for authorization.

Very truly yours,

Town of Westfield

Date: \_\_\_\_\_

\_\_\_\_\_  
Bruce Hauk, Town Manager/  
Director of Public Works

## AGREEMENT

THIS AGREEMENT is made and entered into \_\_\_\_\_, 2007, by and between, the TOWN OF WESTFIELD, acting by and through its TOWN COUNCIL, hereinafter referred to as the LOCAL PUBLIC AGENCY or LPA, and BUTLER, FAIRMAN and SEUFERT, INC., INDIANAPOLIS, INDIANA (hereinafter referred to as the "CONSULTANT").

### WITNESSETH

WHEREAS, the LPA desires to contract for right-of-way services in connection with the construction of the Monon Trail, Phase 1, from 146<sup>th</sup> Street to 156<sup>th</sup> Street; and

WHEREAS, the CONSULTANT has expressed a willingness to furnish necessary staff and supporting personnel to provide appraising, review appraising, buying, and right-of-way management services; and

WHEREAS, the parties have agreed that the CONSULTANT shall provide the services and documents described herein, in relation to the following described project(s).

*Project No. STP-9929(042), Designation No. 0301159; for the construction of the Monon Trail, Phase 1, from 146<sup>th</sup> Street to 156<sup>th</sup> Street in the Town of Westfield, Indiana.*

THEREFORE, in consideration of the following mutual covenants, the parties hereto mutually covenant and agree as follows:

#### SECTION I SERVICES BY CONSULTANT

The services to be provided by the CONSULTANT under this Agreement are as set out in Appendix "A", attached to this Agreement, and made an integral part hereof.

#### SECTION II INFORMATION AND SERVICES TO BE FURNISHED BY LPA

The information and services to be furnished by the LOCAL PUBLIC AGENCY are as set out in Appendix "B", attached to this Agreement, and made an integral part hereof.

SECTION III NOTICE TO PROCEED AND SCHEDULE

The CONSULTANT shall begin the work to be performed under this Agreement upon receipt of the written notice to proceed from the LOCAL PUBLIC AGENCY, and shall deliver the work to the LOCAL PUBLIC AGENCY in accordance with the schedule contained in Appendix "C", attached to this Agreement, and made an integral part hereof. The Consultant shall not begin work prior to the date of the notice to proceed.

SECTION IV COMPENSATION

The CONSULTANT shall receive payment for the work performed under this Agreement as set forth in Appendix "D", attached to this Agreement, and made an integral part hereof.

The cost principles contained in the Federal Acquisition Regulations, 48 CFR Part 31, shall be adhered to for work under this Agreement.

SECTION V GENERAL PROVISIONS1. Work Office

The CONSULTANT shall perform the work under this Agreement at the following office(s):

8450 Westfield Blvd., Suite 300, Indianapolis, IN 46240-8302

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The CONSULTANT shall notify the LOCAL PUBLIC AGENCY of any change in its mailing address and/or the location(s) of the office(s) where the work is performed.

2. Employment

During the period of this Agreement, the CONSULTANT shall not engage on a full or part time or other basis, any LPA personnel who remain in the employ of the LOCAL PUBLIC AGENCY.

3. Covenant Against Contingent Fees

The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the consultant, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the LOCAL PUBLIC AGENCY shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.

4. Subletting and Assignment

The CONSULTANT and its subcontractors, if any, shall not assign, sublet, subcontract, or otherwise dispose of the whole or any part of the work under this Agreement without prior written consent of the LPA and the Indiana Department of Transportation ("INDOT"). Consent for such assignment shall not relieve the CONSULTANT of any of its duties or responsibilities hereunder.

5. Ownership of Documents

All documents, including tracings, drawings, reports, estimates, specifications, field notes, investigations, studies, etc. ("the documents"), as instruments of service, shall remain the property of the LPA. Neither the LOCAL PUBLIC AGENCY, nor any person, firm or corporation acting on behalf of the LOCAL PUBLIC AGENCY, shall use the documents, or copies of the documents, for any work or project other than the work or project for which the CONSULTANT prepared the documents. The CONSULTANT shall have no liability for personal injury, death, property damage or economic loss, of whatever kind or character, arising out of, or relating to, the use by LOCAL PUBLIC AGENCY or any person, firm or corporation acting on behalf of LOCAL PUBLIC AGENCY, of the documents, or copies of the documents, for any work or project other than the work or project for which the CONSULTANT prepared the documents.

The LOCAL PUBLIC AGENCY may make unlimited copies of the documents furnished by the CONSULTANT.

6. Access to Records

During the Agreement period and for three (3) years from the date of final payment under the terms of this Agreement, the CONSULTANT and its subcontractors shall maintain all books, documents, papers, accounting records and other evidence pertaining to the cost incurred and shall make such materials available at their respective offices at all reasonable times for inspection or audit by the LOCAL PUBLIC AGENCY, INDOT, the Federal Highway Administration ("FHWA"), or other authorized representatives of the federal government, and copies thereof shall be furnished if requested.

7. Audit Working Papers and Conclusions

The CONSULTANT agrees that, upon request by any agency participating in federally-assisted programs with whom the CONSULTANT has contracted or seeks to contract, the LPA, INDOT, FHWA, or other authorized representatives of the federal government may release or make available to the agency any working papers from an audit performed by such agency of the CONSULTANT and its subcontractors in connection with this Agreement, including any books, documents, papers, accounting records and other documentation which support or form the basis for the audit conclusions and judgments.

8. Compliance with State and Other Laws

The CONSULTANT agrees to comply with all federal, state and local laws, rules, regulations, or ordinances, that are applicable at the time the CONSULTANT's services pursuant to this Agreement are rendered, and all provisions required thereby to be included herein are hereby incorporated by reference.

9. Responsibility of the CONSULTANT

- A. The CONSULTANT shall be responsible for the professional quality, technical accuracy, and the coordination of all designs, drawings, specifications and other services furnished by the CONSULTANT under this contract. The CONSULTANT shall, without additional compensation, correct or revise any errors or deficiencies in its designs, drawings, specifications, and other services if the errors or deficiencies resulted, independently of all other causes, from negligence of the CONSULTANT. The CONSULTANT shall not be

responsible for errors, omissions or deficiencies in the designs, drawings, specifications, reports or other services of the LOCAL PUBLIC AGENCY or other consultants, including, without limitation, surveyors and geotechnical engineers, who have been retained by LOCAL PUBLIC AGENCY. The CONSULTANT shall have no liability for errors or deficiencies in its designs, drawings, specifications and other services that were caused, or contributed to, by errors or deficiencies (unless such errors, omissions or deficiencies were known or should have been known by the CONSULTANT) in the designs, drawings, specifications and other services furnished by the LOCAL PUBLIC AGENCY, INDOT, or other consultants retained by the LOCAL PUBLIC AGENCY.

- B. Neither the LOCAL PUBLIC AGENCY's review, approval or acceptance of, nor payment for, the services required under this contract shall be construed to operate as a waiver of any rights under this contract or of any cause of action arising out of the performance of this contract, and the CONSULTANT shall be and remain liable to the LOCAL PUBLIC AGENCY in accordance with applicable law for all damages to the LOCAL PUBLIC AGENCY caused by the CONSULTANT's negligent performance of any of the services furnished under this contract.
- C. The CONSULTANT shall be responsible for all damage to life and property caused by errors or omissions of the CONSULTANT, its subcontractors, agents, or employees in connection with the services rendered by the CONSULTANT pursuant to this contract. The CONSULTANT shall indemnify, defend, and hold harmless the LOCAL PUBLIC AGENCY, INDOT and the State of Indiana, their officials and employees, from any liability due to loss, damage, injuries, or other casualties of whatever kind, which, directly and independently of all other causes, arise out of, or result from, the negligence of the CONSULTANT, its agents or employees, in performing the services that are required of the CONSULTANT by this contract.
- D. The CONSULTANT shall have no responsibility for supervising, directing or controlling the work of contractors or other consultants retained by the LOCAL PUBLIC AGENCY, nor shall the CONSULTANT have authority over, or responsibility for, the means, methods, techniques, sequences or procedures of construction (except those required by the contract plans, specifications, special provisions, etc. prepared by the CONSULTANT) selected by contractors. The CONSULTANT shall have no responsibility for the safety of persons on or off the job site, and whether or not engaged in the work, for safety precautions and programs incident to the work of contractors, or for any failure of contractors or others to exercise care for the safety of any person, including employees of contractors, or to comply with laws, rules, regulations, ordinances, codes or orders applicable to contractors' performance of the work.
- E. The rights and remedies of the LOCAL PUBLIC AGENCY provided for under this contract are in addition to any other rights and remedies provided by law.
- F. The CONSULTANT shall have an affirmative duty to advise the LOCAL PUBLIC AGENCY of any known or obvious errors, omissions, or deficiencies in the designs, drawings, specifications, reports, or other services of the LOCAL PUBLIC AGENCY or consultants retained by the LOCAL PUBLIC AGENCY.

10. Status of Claims

The CONSULTANT shall be responsible for keeping the LOCAL PUBLIC AGENCY and INDOT currently advised as to the status of any claims made for damages against the CONSULTANT resulting from services performed under this Agreement. The CONSULTANT shall send notice of claims related to work under this Agreement to Chief Counsel, Indiana Department of Transportation, 100 North Senate Avenue, Room N730, Indianapolis, IN 46204-2249.

11. Workman's Compensation and Liability Insurance

The CONSULTANT shall procure and maintain insurance covering all operations under this Agreement, whether performed by the CONSULTANT or its subcontractor, from insurance companies licensed to do business in the State of Indiana, of the kinds and in the amounts hereinafter provided, until final payment by the LPA for the services covered in this Agreement. The CONSULTANT shall not be given notice to proceed until it has furnished certificates in a form satisfactory to the LPA, showing compliance with this section. During the life of this Agreement, the CONSULTANT shall provide the LPA with certificates showing that the required insurance has been maintained, at the request of the LPA. The certificates shall provide that the policies shall not be changed or canceled without ten (10) days prior written notice to the LPA. If such notice is given, the LPA, at its sole option, may terminate this Agreement. In such event, the CONSULTANT shall not be entitled to any further compensation under this Agreement.

The kinds and amounts of insurance required are as follows:

- A. Policies covering the obligations of the CONSULTANT pursuant to the provisions of the Workers' Compensation laws. This Agreement shall be void and of no effect unless the CONSULTANT procures and maintains such policies until final acceptance of the work.
- B. Comprehensive occurrence policies for bodily injury liability and property damage liability insurance including owners' or contractors' protective coverage with a save and hold harmless endorsement for the types herein specified each with limits of \$1,000,000.00 per occurrence for bodily injury or property damage with a \$2,000,000.00 annual aggregate. Such policies shall have no deductibles or self-insured retentions.
- C. Automobile policies for bodily injury and property damage liability insurance for the types herein specified with limits of \$1,000,000.00 per person and \$3,000,000.00 per accident and

\$1,000,000.00 for property damage, including hired and non-owned vehicles. Such policies shall have no deductibles or self-insured retentions.

12. Progress Reports

The CONSULTANT shall submit a progress report to the LPA on or before the tenth (10<sup>th</sup>) day of each month, showing progress to the first of the month. The report shall consist of a progress chart with the initial schedule on which shall be superimposed the current status of the work.

13. Changes in Work

In the event the LPA requires a material change in scope, character or complexity of the work after the work has progressed as directed by the LOCAL PUBLIC AGENCY, adjustments in compensation to the CONSULTANT and in time for performance of the work as modified shall be determined by the LPA, subject to the CONSULTANT's approval. The CONSULTANT shall not commence the additional work or the change of the scope of the work until a supplemental contract is executed and the CONSULTANT has received written authorization from the LPA and INDOT to proceed with the work.

14. Delays and Extensions

The CONSULTANT agrees that no charges or claim for damages shall be made by it for any minor delays from any cause whatsoever during the progress of any portion of the services specified in this Agreement. Any such delays shall be compensated for by an extension of time for such period as may be determined by the LPA, subject to the CONSULTANT's approval. However, it being understood, that the permitting of the CONSULTANT to proceed to complete any services, or any part of them after the date to which the time of completion may have been extended, shall in no way operate as a waiver on the part of the LPA of any of its rights herein.

15. Abandonment and Termination

The LOCAL PUBLIC AGENCY reserves the right to terminate or suspend this Agreement upon thirty (30) days written notice.



- A. If the LOCAL PUBLIC AGENCY shall abandon the services herein mentioned, the CONSULTANT shall deliver to the LOCAL PUBLIC AGENCY all data, reports, drawings, specifications and estimates completed or partially completed, which shall become the property of the LPA. The earned value of the work performed shall be based upon an estimate of the portion of the total services that have been rendered by the CONSULTANT to the date of the abandonment and which estimate shall be made by the LOCAL PUBLIC AGENCY in the exercise of its honest and reasonable judgment for services to be paid on a lump sum basis, and it shall be based upon an audit for those services to be paid for on a cost basis or a cost plus fixed fee basis. The audit shall be performed by the Indiana Department of Transportation's Division of Accounting and Control in accordance with generally accepted auditing standards and the cost principles contained in the Federal Acquisition Regulations, 48 CFR Part 31. The payment made to the CONSULTANT shall be paid as the final payment in full settlement for its services hereunder.
- B. If, at any time, for any cause whatsoever, the CONSULTANT shall abandon or fail to timely perform any of its duties hereunder, including the preparation and completion of plans and specifications within the time specified, or within such further extension or extensions of time as may be agreed upon, the LOCAL PUBLIC AGENCY may give written notice that if the CONSULTANT has not complied with the requirements of this Agreement within twenty (20) calendar days from the date of such notice, then the Agreement is deemed terminated. Upon the mailing or delivery of such notice or personal delivery thereof to the CONSULTANT, and the failure of the CONSULTANT within the twenty (20) day period to fully comply with each and all requirements of this Agreement, this Agreement shall terminate and the LOCAL PUBLIC AGENCY may by any method it deems to be necessary designate and employ other consultants, by contract or otherwise, to perform and complete the services herein described. When written notice is referred to herein, it shall be deemed given when deposited in the mail addressed to the CONSULTANT at its last known address.
- C. If the LOCAL PUBLIC AGENCY shall act under the preceding paragraph, then all data, reports, drawings, plans, sketches, sections and models, all specifications, estimates, measurements and data pertaining to the project, prepared under the terms or in fulfillment of this Agreement, shall be delivered within twenty (20) days to LOCAL PUBLIC AGENCY. If the CONSULTANT fails to make such delivery upon demand, then the CONSULTANT shall pay to LOCAL PUBLIC AGENCY any damage it may sustain by reason thereof.

16. Non-Discrimination

- A. Pursuant to I.C. 22-9-1-10, the CONSULTANT and its subcontractors, if any, shall not discriminate against any employee or applicant for employment, to be employed in the performance of work under this Agreement, with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of race, color, religion, sex, disability, national origin or ancestry. Breach of this covenant may be regarded as a material breach of this Agreement.
- B. The CONSULTANT, and any agent of the CONSULTANT, in the performance of the work under this Agreement, shall comply with 42 U.S.C. §2000e, provided the CONSULTANT has fifteen or more employees for each working day in each of twenty or more calendar

weeks in the current or preceding calendar year. 42 U.S.C. §2000e states in part that it shall be unlawful for the CONSULTANT to:

1. fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin; or
2. to limit, segregate, or classify its employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect any individual's status as an employee, because of such individual's race, color, religion, sex or national origin.

The CONSULTANT shall comply with 42 U.S.C. §2000e, the terms of which are incorporated by referenced and made a part of this Agreement. Breach of this covenant may be regarded as a material breach of the Agreement

- C. The CONSULTANT agrees to comply with the regulations of the U.S. Department of Transportation relative to non-discrimination in federally-assisted programs of the U.S. Department of Transportation. Title 49, Code of Federal Regulations, Part 21, effectuates 42 U.S.C. §2000e above, and is incorporated by reference and made a part of this Agreement. Pursuant to 49 CFR Part 21, the CONSULTANT agrees as follows:

1. Nondiscrimination: The CONSULTANT, with regard to the work performed by it after award and prior to completion of the contract work, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The CONSULTANT will not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the regulations, including employment practices when the contract covers a program set forth in Appendix "A" of the regulations.
2. Solicitations for Subcontracts, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the CONSULTANT for work to be performed under a subcontract, including procurements of materials or equipment, each potential subcontractor or supplier shall be notified by the CONSULTANT of the CONSULTANT's obligations under this Agreement and the regulations relative to non-discrimination.
3. Information and Reports: The CONSULTANT will provide all information and reports required by the regulations, or directives issued pursuant thereto, and will permit access to its books, records, accounts, and other sources of information, and its facilities as may be determined by the LOCAL PUBLIC AGENCY or the Federal Highway Administration to be pertinent to ascertain compliance with such regulations or directives. Where any information required of a CONSULTANT is in the exclusive possession of another who fails or refuses to furnish this

information, the CONSULTANT shall so certify to the LOCAL PUBLIC AGENCY, or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

4. Sanctions for Noncompliance: In the event of the CONSULTANT's noncompliance with the nondiscrimination provisions of this Agreement, the LOCAL PUBLIC AGENCY shall impose such sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to, suspension or termination or refusal to grant or to continue federal financial assistance or by any other means authorized by law.
5. Incorporation of Provisions: The CONSULTANT will include the provisions of paragraphs (1) through (5) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the regulations or directives issued pursuant thereto. The CONSULTANT will take such action with respect to any subcontract or procurement as the LOCAL PUBLIC AGENCY or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. In the event the CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the CONSULTANT may request the LOCAL PUBLIC AGENCY to enter into such litigation to protect the interests of the LOCAL PUBLIC AGENCY and, in addition, the CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States.

#### 17. Successors and Assignees

In so far as authorized by law, the parties bind their successors, executors, administrators and assignees to all covenants of this Agreement. Except as above set forth, neither the CONSULTANT nor the LOCAL PUBLIC AGENCY shall assign, sublet or transfer its interest in this Agreement without the prior written consent of the other.

#### 18. Disadvantaged Business Enterprise Program

##### A. General

1. Notice is hereby given to the CONSULTANT or subcontractor that failure to carry out the requirements set forth in 49 CFR Sec. 23.43(a) shall constitute a breach of contract and, after notification, may result in termination of the contract or such remedy as the LOCAL PUBLIC AGENCY deems appropriate.

The referenced section requires the following policy and disadvantaged business enterprise (DBE) obligation to be included in all subsequent contracts between the CONSULTANT and any subcontractor:

- (a) It is the policy of the Indiana Department of Transportation that disadvantaged business enterprises, as defined in 49 CFR Part 23, shall have the maximum opportunity to participate in the performance of contracts financed in whole or in part with federal funds under this Agreement. Consequently the DBE requirements of 49 CFR Part 23 apply to this Agreement.
  - (b) The CONSULTANT agrees to ensure that disadvantaged business enterprises, as defined in 49 CFR Part 23, have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with federal funds provided under this Agreement. In this regard, the CONSULTANT shall take all necessary and reasonable steps, in accordance with 49 CFR Part 23, to ensure that disadvantaged business enterprises have the maximum opportunity to compete for and perform contracts. The CONSULTANT shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of federally assisted contracts.
2. As part of the CONSULTANT's equal opportunity affirmative action program, it is required that the CONSULTANT shall take positive affirmative actions and put forth good faith efforts to solicit proposals or bids from and to utilize disadvantaged business enterprise subcontractors, vendors or suppliers.

#### B. Definitions

- 1. "Disadvantaged business enterprise" means a small business concern:
  - (a) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals; and
  - (b) whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.
- 2. "Small business concern" means a small business as defined pursuant to section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto, except that a small business concern shall not include any concern or group of concerns controlled by the same socially and economically disadvantaged individual or individuals which has annual average gross receipts in excess of \$2.5 million over the previous three fiscal years.
- 3. "Socially and economically disadvantaged individuals" means those individuals who are citizens of the United States (or lawfully admitted permanent residents) and who are women, Black Americans, Hispanic Americans, native Americans,

Asian-Pacific Americans, or Asian-Indiana Americans and any other minorities or individuals found to be disadvantaged by the Small Business Administration pursuant to section 8(a) of the Small Business Act.

4. "Certified disadvantaged business enterprise" means the business has completed and filed with the Indiana Department of Transportation a request for certification, and that the business has been reviewed and determined to comply with the guidelines established in 49 CFR Part 23. A business which is determined to be eligible will be certified as a disadvantaged business enterprise (DBE).

C. Subcontracts

1. If the CONSULTANT intends to subcontract a portion of the work, the CONSULTANT is required to take affirmative actions to seek out and consider DBEs as potential subcontractors prior to any subcontractual commitment.
2. The contacts made with potential DBE subcontractors and the results thereof shall be documented and made available to the LOCAL PUBLIC AGENCY and the Federal Highway Administration (FHWA) when requested.
3. A request to sublet a portion of the work to a firm that is not a DBE shall include Form DBE-2 and documentation evidencing contacts and the results thereof made with potential DBEs for the specific work to be subcontracted, in compliance with C.1 and C.2.
4. If a portion of the work under this Agreement is subcontracted to a DBE firm, then upon completion of the project, a Disadvantaged Business Enterprise Utilization Affidavit, Form DBE-3, shall be completed by the CONSULTANT and returned to the LOCAL PUBLIC AGENCY. The contractor and the subcontractor/lessor/supplier shall certify on the DBE-3 form that specific amounts have been paid and received.

D. Affirmative Actions

The CONSULTANT shall, as a minimum, develop an affirmative action plan for a Disadvantaged Business Enterprise Program which includes:

1. Appointment of a representative with authority to administer the CONSULTANT's Disadvantaged Business Enterprise Program.
2. Documentation of affirmative action methods and procedures intended to be used in seeking out and considering certified DBEs as subcontractors or suppliers.
3. Maintenance of a list of certified DBEs to be contacted prior to the selection of a potential subcontractor for the particular items, within the capabilities of the DBEs. This list shall include but not be limited to:
  - (a) the name of each subcontractor or supplier and a notation as to their DBE

certification status; and

- (b) the potential type of work or services to be performed by each subcontractor or supplier.

E. Records and Reports

1. The CONSULTANT shall keep such records as are necessary to determine compliance with this contract. The records kept by the CONSULTANT shall show, as a minimum.
  - (a) the number of disadvantaged and non-minority subcontractors and suppliers and type and dollar value of work, materials or services being performed on or incorporated in this project;
  - (b) the progress and efforts made in seeking out disadvantaged contractor organizations and individual disadvantaged contractors for work on this project;
  - (c) documentation of all correspondence, contacts, telephone calls, etc., to obtain the services of DBEs on this Agreement.
2. The CONSULTANT shall submit reports, as required by the LOCAL PUBLIC AGENCY, of those contracts and other business agreements executed with DBEs with respect to those records referred to in paragraph E.1.
3. All such records must be maintained for a period of three years following acceptance of final payment and shall be available for inspection by The LOCAL PUBLIC AGENCY and the Federal Highway Administration.

F. Leases and Rentals

The CONSULTANT shall notify the LOCAL PUBLIC AGENCY when purchases or rental of equipment are made with disadvantaged businesses. The information submitted shall include the name of the business, the dollar amount of the transaction, and the type of purchases made or type of equipment rented.

G. DBE Program

Unless otherwise specified in this Agreement, the DBE Program developed by the LOCAL PUBLIC AGENCY and approved by the Federal Highway Administration applies to this Agreement.

19. Supplements

This Agreement may only be amended, supplemented or modified by a written document executed in the same manner as this Agreement.

20. Pollution Control Requirements

If this Agreement is for \$100,000 or more, the CONSULTANT:

- A. stipulates that any facility to be utilized in performance under or to benefit from this Agreement is not listed on the Environmental Protection Agency (EPA) List of Violating Facilities issued pursuant to the requirements of the Clean Air Act, as amended, and the Federal Water Pollution Control Act, as amended;
- B. agrees to comply with all of the requirements of section 114 of the Clean Air Act and section 308 of the Federal Water Pollution Control Act, and all regulations and guidelines issued thereunder; and
- C. stipulates that, as a condition of federal-aid pursuant to this Agreement, it shall notify the LPA and the Federal Highway Administration of the receipt of any advice indicating that a facility to be utilized in performance under or to benefit from this Agreement is under consideration to be listed on the EPA Listing of Violating Facilities.

20. Governing Laws

This Agreement shall be construed in accordance with and governed by the laws of the State of Indiana and suit, if any, must be brought in the State of Indiana.

21. Independent Contractor

The parties hereto, in the performance of this Agreement, will be acting in an individual capacity and not as agents, employees, partners, joint ventures or associates of one another. The employees or agents of one party shall not be deemed or construed to be employees or agents of the other party for any purpose whatsoever.

22. Certification for Federal-Aid Contracts

The CONSULTANT certifies, by signing and submitting this Agreement, to the best of its knowledge and belief, that the CONSULTANT has complied with Section 1352, Title 31, U.S. Code, and specifically, that:

- A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract,

the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. This form is available through the Indiana Department of Transportation.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. This certification is a prerequisite for making or entering into this transaction imposed 31 U.S.C. sec. 1352.

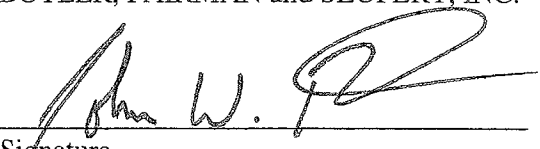
The CONSULTANT also agrees by signing this Agreement that it shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly. Any person who fails to sign or file this required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.



IN TESTIMONY WHEREOF, the parties hereto have executed this Agreement.

CONSULTANT

BUTLER, FAIRMAN and SEUFERT, INC.

  
\_\_\_\_\_  
Signature

John W. Brand, P.E., President

(Print or type name and title)

ATTEST:

  
\_\_\_\_\_  
Signature

Bradley D. Watson, P.E., Executive Vice-President

(Print or type name and title)

LOCAL PUBLIC AGENCY

TOWN COUNCIL

TOWN OF WESTFIELD, INDIANA

\_\_\_\_\_  
Signature: Andy Cook, President

\_\_\_\_\_  
Signature: John Dippel, Vice-President

\_\_\_\_\_  
Signature : Robert J. Smith, Member

\_\_\_\_\_  
Signature: Ron Thomas, Member

\_\_\_\_\_  
Signature: John Hart, Member

\_\_\_\_\_  
Signature: Bob Horkay, Member

\_\_\_\_\_  
Signature: Joe Blankis, Member

ATTEST:

\_\_\_\_\_  
Signature: Cindy J. Gossard, Clerk-Treasurer

ACKNOWLEDGMENT

STATE OF INDIANA ), COUNTY OF MARION )SS:

Before me, the undersigned Notary Public in and for said County personally appeared

John W. Brand, P.E., President and Bradley D. Watson, P.E., Executive Vice-President  
of Butler, Fairman and Seufert, Inc.

(name of signers, their official capacity and agency name)

and each acknowledged the execution of the foregoing contract on this 27<sup>th</sup> day of June  
\_\_\_\_\_, 2007, and each acknowledged and stated that he/she is the party authorized by the said  
agency to execute the foregoing contract.

My Commission Expires

February 18, 2009  
Notary PublicMarion  
County of ResidenceJames A. Deahl, P.E.  
Print or type nameACKNOWLEDGMENTSTATE OF INDIANA, COUNTY OF HAMILTON)SS:

Before me, the undersigned Notary Public in and for said County personally appeared

Andy Cook, President, John Dippel, Vice-President, Robert J. Smith, Member, Ron Thomas, Member,  
John Hart, Member, Bob Horkay, Member, and Joe Blankis, Member, Town of Westfield Town Council,  
and Cindy J. Gossard, Clerk-Treasurer, Town of Westfield.

(name of signers, their official capacity and agency name)

and each acknowledged the execution of the foregoing contract on this \_\_\_\_\_ day of \_\_\_\_\_,  
2007, and each acknowledged and stated that he/she is the party authorized by the said agency to execute  
the foregoing contract.

My Commission Expires

\_\_\_\_\_  
Notary Public\_\_\_\_\_  
County of Residence\_\_\_\_\_  
Print or type name

CERTIFICATE OF CONSULTANT

I hereby certify that I am the President and duly authorized representative of the firm of Butler, Fairman and Seufert, Inc., whose address is 8450 Westfield Blvd., Suite 300, Indianapolis, IN 46240-5920, and that neither I nor the above firm I here represent has:

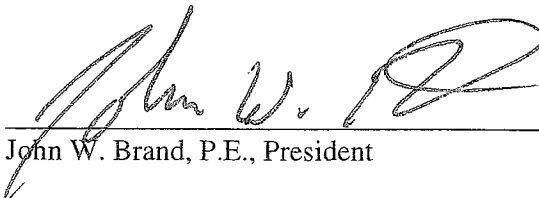
- (a) employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above consultant) to solicit or secure this Agreement,
- (b) agreed, as an express or implied condition for obtaining this Agreement, to employ or retain the services of any firm or person in connection with carrying out the Agreement, or
- (c) paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above consultant) any fee, contributions, donation, or consideration of any kind for, or in connection with, procuring or carrying out the Agreement.

Except as herein expressly stated (if any): None.

I further certify that no employee, officer or agent or partner or any member of their immediate families of this firm is employed or retained either full or part-time, in any manner by the Indiana Department of Transportation; except as herein expressly stated (if any): None

I acknowledge that this certificate is to be furnished to the Indiana Department of Transportation and/or the Federal Highway Administration - Department of Transportation in connection with this Agreement involving participation of federal-aid highway funds, and is subject to applicable state and federal laws, both criminal and civil.

6-27-97  
(Date)

  
John W. Brand, P.E., President

CERTIFICATE OF LOCAL PUBLIC AGENCY

I hereby certify that we are the Members (title) of the Town of Westfield Town Council, (LPA), and the above Consultant or its representative has not be required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this Agreement to:

- (a) employ or retain, or agree to employ or retain, any firm or person, or
- (b) pay, or agree to pay, to any

except as herein expressly stated (if any): None.

We further certify that no employee, officer, agent, or partner, or any member of their immediate families of the Consultant is employed or retained either in a full-time or part-time basis in any manner by the LPA except as herein expressly stated (if any): None

We acknowledge that this certificate is to be furnished to the Federal Highway Administration and the Indiana Department of Transportation, in connection with this Agreement involving participation of federal-aid highway funds, and is subject to applicable state and federal laws, both criminal and civil.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Andy Cook, President

\_\_\_\_\_  
John Dippel, Vice-President

\_\_\_\_\_  
Robert J. Smith, Member

\_\_\_\_\_  
Ron Thomas, Member

\_\_\_\_\_  
John Hart, Member

\_\_\_\_\_  
Bob Horkay, Member

\_\_\_\_\_  
Joe Blankis, Member

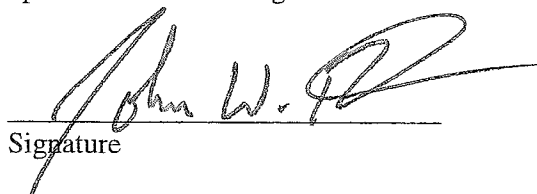
NON-COLLUSION AFFIDAVIT

STATE OF INDIANA )

)SS:

COUNTY OF MARION )

The undersigned, being duly sworn on oath, says that he/she is the contracting party, or that he/she is the representative, agent, member, or officer of the contracting party, that he/she has not, nor has any other member, employee, representative, agent, or officer of the firm, company, corporation or partnership represented by him/her, directly or indirectly, entered into or offered to enter into any combination, collusion or contract to receive or pay, and that he/she has not received or paid, any sum of money or other consideration for the execution of the annexed Agreement other than that which appears upon the face of the Agreement.



Signature

John W. Brand, P.E.  
Printed Name

President  
Title

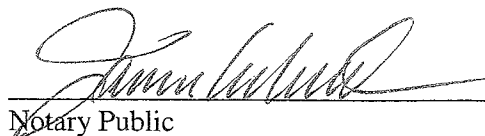
Butler, Fairman and Seufert, Inc.  
Company

Before me, a Notary Public in and for said County and State personally appeared John W. Brand, President of Butler, Fairman and Seufert, Inc., who acknowledged the truth of the statements in the foregoing affidavit on this 27<sup>th</sup> day of June, 2007.

My Commission Expires

February 18, 2009

Marion  
County of Residence



Notary Public

James A. Deahl, P.E.  
Print or type name

## DEBARMENT CERTIFICATION

This certification applies to the CONSULTANT or any person associated therewith in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position involving the administration of federal funds.

Instructions for Certification

1. By signing and submitting this Agreement, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this Agreement is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this Agreement is being submitted for assistance in obtaining a copy of those regulations.

6. The prospective primary participant agrees by submitting this Agreement that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in the covered transaction unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this Agreement that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible or voluntarily excluded from the covered transaction unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency may terminate this transaction for cause or default.

Certification regarding debarment, suspension and other Responsibility Matters -- Primary Covered Transactions

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals;

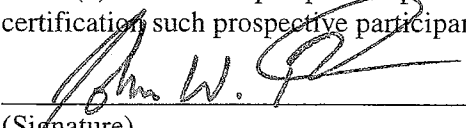
(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not within a three-year period preceding this Agreement been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

  
\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
President  
(Title)


John W. Brand, P.E.  
\_\_\_\_\_  
(Printed or Typed)

Butler, Fairman and Seufert, Inc.  
\_\_\_\_\_  
(Company)

Before me, a Notary Public in and for said County and State personally appeared John W. Brand, President of Butler, Fairman and Seufert, Inc., who swore to and acknowledged the truth of the statements in the forgoing Certification on this 27<sup>th</sup> day of June, 2007.

My Commission Expires  
\_\_\_\_\_  
February 18, 2009

\_\_\_\_\_  
Marion  
County of Residence

  
\_\_\_\_\_  
Notary Public  
James A. Deahl, P.E.  
\_\_\_\_\_  
Print or type name

## APPENDIX "A"

### SERVICES BY THE CONSULTANT

The CONSULTANT shall provide right-of-way services as follows:

A. Right-of-Way Management and Supervision

1. The CONSULTANT shall be responsible for administering, scheduling and coordinating all activities necessary to certify that the right-of-way has been acquired and that the project is clear for construction letting. This responsibility shall include:
  - a. Meetings, conferences and communications with property owners, relocatees, attorneys, engineers, appraisers, buyers, LOCAL PUBLIC AGENCY, Indiana Department of Transportation, and Federal Highway Administration.
  - b. Revisions to construction plans, right-of-way plans, plats, legal descriptions and right-of-way stake-outs which may be required.
2. These Right-of-Way Services include all reasonable services as required to secure all parcels based on the approved engineering design or to recommend to the LOCAL PUBLIC AGENCY that condemnation proceedings be filed.
3. The CONSULTANT (not the Buyer) shall make arrangements for delivery of payment to each property owner and/or relocatee.

B. Appraising

1. M.G. Gerdenich, II  
(NAME)  
Will L. Stump & Associates  
11495 North Pennsylvania, Suite 200  
Carmel, IN 46032  
(ADDRESS)



an individual

an individual d.b.a. \_\_\_\_\_

a partnership

a corporation incorporated in Indiana  
(STATE)

shall be hereinafter referred to as the Appraiser.

2. Bob Gerdenich shall perform the appraisal work covered by this Agreement. The Appraiser shall be a licensed real estate appraiser in the State of Indiana, and pre-qualified by the Indiana Department of Transportation.
3. No work by the Appraiser shall be sublet, assigned or otherwise performed by anyone other than the Appraiser.
4. Subsection 14 of Section V shall not apply to the Appraiser. Should the quality and/or progress of the appraisals be deemed unsatisfactory, the LOCAL PUBLIC AGENCY may terminate the services of the Appraiser by giving five (5) days written notice. The earned value of the work performed shall be based upon an estimate of the portion of the services as have been rendered by the Appraiser to the date of termination. All work, completed or partially completed, shall become the property of the LOCAL PUBLIC AGENCY.
5. The Appraiser shall examine the plans for this project and review in the field the various parcels herein designated.
6. The Appraiser shall give the owner of each parcel to be appraised the opportunity to accompany the Appraiser during the inspection of the parcel.
7. The appraisals shall be sufficiently documented to meet the minimum standards set out in the Indiana Department of Transportation's Appraisal Handbook as approved by the Federal Highway Administration. The Appraiser shall follow accepted principles and techniques in evaluation of real property in accordance with State Laws. Any appraisal that does not meet such requirements shall be further documented or re-appraised as the case may be without additional compensation to the Appraiser.

8. The Appraiser shall furnish the LOCAL PUBLIC AGENCY with a comparable sales docket, unless a complete report is provided, consisting of sufficient current sales data in the vicinity of the Project to establish a pattern of values. Each comparable property shall be identified by photograph and shall be located on county or township maps which shall be a part of the comparable sales docket.
9. The Appraiser shall not give consideration to nor include in the appraisal any allowance for relocation assistance benefits.
10. Where an entire property is to be acquired, the estimate of just compensation shall be the fair market value of the property. Where only a part of a property is to be acquired, the estimate of just compensation shall be that amount arrived at in accordance with the laws governing just compensation applicable to the acquiring agency, including those laws governing compensable and noncompensable items and the treatment of general and special benefits. For either whole or partial acquisitions, the appraisal report shall show what in the appraiser's judgment is a reasonable allocation of the "before value" to the various land, building and other improvement components. For partial acquisitions, the appraisal report shall further show a similar allocation of the "after value".
11. In estimating just compensation for the acquisition of real property, appraisal reports shall, to the greatest extent practicable under state law, disregard any decrease or increase in the fair market value of the real property prior to the date of valuation caused by the public improvement for which such property is acquired, or by the likelihood that the property would be acquired for such improvement, other than that due to physical deterioration within the reasonable control of the owner.

12. Documentation of estimates of value (either the before, the after, or the acquisition value), of damages, and/or of special benefits shall be by the most applicable and appropriate means available. If support for the after value by the usual methods of market or income data or indications from severance damage studies is not feasible, the Appraiser shall so state and explain why it is not feasible. In such instances, the Appraiser must then fully explain the reasoning for the after value estimate.
13. The appraisal shall conform with statutory and judicial determinations regarding noncompensable items.
14. The Appraiser's report shall be in writing and contain, as a minimum, the following:
  - a. The purpose of the appraisal which includes a statement of value to be estimated and the rights of interests being appraised.
  - b. Identification of the property and its ownership, including at least a five year delineation of title.
  - c. Statement of appropriate contingent and limiting conditions, if any.
  - d. An adequate description of the neighborhood, the property, the portion of the property or interest therein being acquired, and the remainder(s) if any.
  - e. Identified photographs of the subject property including all principal above ground improvements or unusual features affecting the value of the property to be acquired or damaged.
  - f. An identification or listing of the buildings, structures, and other improvements on the land as well as the fixtures which the Appraiser considered to be part of the real property to be acquired.

- g. The estimate of just compensation for or resulting from the acquisition. In the case of a partial acquisition, where appropriate, the Appraiser shall make a reasonable allocation of the estimate of just compensation for the real property to be acquired and for damages and/or special benefits to remaining real property.
  - h. The date(s) on which and/or as of which, as appropriate, the just compensation is estimated. The date of value estimate must be the last day of inspection.
  - i. The certification, signature, and date of signature of the Appraiser.
  - j. Other descriptive material (maps, charts, plans, photographs).
  - k. The federal-aid project number and parcel identification.
  - l. That the property owner was given the opportunity to accompany the Appraiser during the inspection of the property.
15. Appraisal reports shall be prepared in ink or typewritten, dated and signed by the individual making the appraisal prior to being submitted to a review appraiser.
16. Each appraisal report shall contain an appraiser's certification. A new certificate shall be prepared where there is a change in the appraisal report which affects the estimate of just compensation or changes the date of valuation.
- An exception to including all requirements in each appraisal report is permitted where project data containing the same information has been developed to supplement the reports. In such instances, an appropriate reference to the information may be considered as equivalent to its inclusion in the appraisal report.
17. The Appraiser agrees to furnish one original and two copies of the appraisal report.

18. The Appraiser agrees to updating reports for one year after the initial completion of the report and/or testifying in court on behalf of the LOCAL PUBLIC AGENCY on any of the parcels described herein.
20. All information contained in the appraisal report and all parts thereof are to be treated as a privileged communication. The Appraiser shall take all necessary steps to ensure that neither he/she nor any member of his/her staff or organization divulges any information concerning the report except to a duly authorized representative of the LOCAL PUBLIC AGENCY, the Indiana Department of Transportation or to officials of the Federal Highway Administration, until authorized in writing by the LOCAL PUBLIC AGENCY to reveal the communication to another designated party.

C. Review Appraising

1. Paul R. Deem, Sr.  
(NAME)

Paul R. Deem & Associates, Inc., 2328 S. Lynhurst Dr., Indianapolis, IN 46241-5124  
(ADDRESS)

an individual

an individual d.b.a. \_\_\_\_\_

a partnership

a corporation incorporated Indiana  
(STATE)

shall hereinafter be referred to as the Review Appraiser.

2. Paul Deem, shall perform the review appraisal work covered by this Agreement. The Review Appraiser shall be a licensed real estate appraiser in the State of Indiana, and pre-qualified by the Indiana Department of Transportation.
3. The review appraisals shall not be sublet, assigned or otherwise performed by anyone other than the Review Appraiser.
4. The Review Appraiser shall examine the plans for this project, field inspect parcels herein designated and field inspect the comparable properties considered by the Appraiser.

5. The review appraisals shall be sufficiently documented to meet the minimum standards set out in the Indiana Department of Transportation's Appraisal Handbook as approved by the Federal Highway Administration and shall be submitted on forms approved by the LOCAL PUBLIC AGENCY and the Indiana Department of Transportation. The Review Appraiser shall follow accepted principles and techniques in evaluation of real property in accordance with state laws. Any review appraisal that does not meet such requirements shall be further documented without additional compensation to the Review Appraiser.
6. The Review Appraiser shall consider all pertinent value information that is available.
7. The Review Appraiser shall document all estimates of just compensation.
8. The Review Appraiser may at any time prior to settlement adjust his estimate of just compensation on the basis of additional value information.
9. The Review Appraiser shall examine the appraisal reports to determine that they:
  - a. Are complete in accordance with the Indiana Department of Transportation's appraisal requirements.
  - b. Follow accepted appraisal principles and techniques in the valuation of real property in accordance with existing state law.
  - c. Contain or make reference to the information necessary to explain, substantiate, and thereby document the conclusions and estimates of value and/or just compensation contained therein.
  - d. Include consideration of compensable items, damages and benefits, and do not include compensation for items noncompensable under state law.
  - e. Contain an identification or listing of the buildings, structures and other improvements on the land as well as the fixtures which the appraiser considered to be a part of the real property to be acquired.
  - f. Contain the estimate of just compensation for or resulting from the acquisition, and where appropriate, in the case of a partial acquisition, either in the report or in a separate statement, a reasonable allocation of the estimate of just compensation for the real property acquired and for damages to remaining real property.

10. Prior to finalizing his estimate of just compensation, the Review Appraiser shall request and obtain corrections or revisions of appraisal Indiana Department of Transportation's appraisal report specifications. These shall be documented and retained in the parcel file.
11. The Review Appraiser may supplement an appraisal report with correction of minor mathematical errors where such errors do not affect the final value conclusion. He/she may also supplement the appraisal file where the following factual data has been omitted:
  1. Project and/or parcel number.
  2. Owner's and/or tenant's names.
  3. Parties to transaction, date of purchase and deed book reference on sale of subject property and comparables.
  4. Statement that there were no sales of subject property in the past five years.
  5. Location, zoning, or present use of subject property or comparables.
12. The Review Appraiser shall initial and date his/her corrections and/or factual data supplements to an appraisal report.
13. The Review Appraiser shall place in the parcel file a signed and dated statement setting forth:
  - a. The estimate of just compensation including, where appropriate, the allocation of compensation for the real property acquired and for damages and/or special benefits to remaining real property, and an identification or listing of the buildings, structures and other improvements on the land as well as the fixtures which he/she considered to be a part of the real property to be acquired, if such allocation or listing differs from that of the appraisal(s).
  - b. That as a part of the appraisal review there was or was not field inspection of the parcel to be acquired and the comparable sales applicable thereto. If a field inspection was not made, he/she shall state the reason(s).
  - c. That he/she has no direct or indirect present or contemplated future personal interest in such property or in any monetary benefit from its acquisition.

- d. That his/her estimate has been reached independently, without collaboration or direction, and is based on appraisals and other factual data.
  - e. His/her value estimate of items compensable under state law but not eligible for federal reimbursement, if any.
14. In estimating just compensation of the acquisition of real property, the Review Appraiser shall, to the greatest extent practicable under state law, disregard any decrease or increase in the fair market value of the real property prior to the date of valuation caused by the public improvement for which such property is acquired, or by the likelihood that the property would be acquired for such improvement, other than that due to physical deterioration within the reasonable control of the owner.
  15. The Review Appraiser shall conform with statutory and judicial determinations regarding noncompensable items.
  16. The Review Appraiser agrees to updating reports for one year after the initial completion of the report and/or testifying in court on behalf of the LOCAL PUBLIC AGENCY on any of the parcels described herein.
  17. All information contained in the Review Appraisal report and all parts thereof are to be treated as a privileged communication. The Review Appraiser shall take all necessary steps to ensure that neither he/she nor any member of his/her staff or organization divulges any information concerning the report except to a duly authorized representative of the LOCAL PUBLIC AGENCY, the Indiana Department of Transportation or to officials of the Federal Highway Administration, until authorized in writing by the LOCAL PUBLIC AGENCY to reveal the communication to another designated party.
  18. Subsection 14 of Section V shall not apply to the Review Appraiser. Should the quality and/or progress of the review appraisals be unsatisfactory, the LOCAL PUBLIC AGENCY may terminate the services of the Review Appraiser by giving five (5) days written notice. The earned value of the work performed shall be based upon an estimate of the portion of the services as have rendered by the Review Appraiser to the date of termination. All work, completed or partially completed, shall become the property of the LOCAL PUBLIC AGENCY.



D. Buying

1. Conveyance Group, Inc., Attn. Ken Hasselkus, P.O. Box 68866, Indianapolis, IN 46268-8866, shall perform the buying work covered by this Agreement. The Buyer shall be a licensed real estate broker in the State of Indiana, and pre-qualified by the Indiana Department of Transportation.
2. No work by the Buyer shall be sublet, assigned or otherwise performed by anyone other than the Buyer.
3. The Buyer shall make every reasonable effort to acquire expeditiously the parcels listed herein.
4. The Buyer shall make a prompt offer to acquire each parcel for the full amount which has been established and approved as just compensation for the acquisition. The Uniform Land or Easement offer letter shall be given each parcel owner or sent by certified mail with return receipt requested.
5. Upon initiation of buying, the Buyer shall provide the owner of real property to be acquired with a written statement of, and a summary of the basis for, the amount which has been established as just compensation for the proposed acquisition.
6. The Buyer shall perform the services under this Agreement in compliance with the Indiana Department of Transportation's Buyers Procedure Manual in addition to the following regulations:
  - a. Make all reasonable efforts to personally contact each owner or his designated representative, explain the acquisition, and offer in writing the approved estimate of just compensation. When all efforts to make a personal contact have failed or in the event the property owner resides out of state, the owner may be contacted by certified or registered first class mail or other means appropriate to the situation.
  - b. No later than the first contact where the offer is discussed, the Buyer shall give the owner the brochure "How Land is Purchased for Highways" describing the land acquisition process and the owner's rights, privileges and obligations.

- c. The owner of improvements located on lands being acquired for right-of-way should be offered the option of retaining those improvements at a retention value determined by the CONSULTANT and approved by the LOCAL PUBLIC AGENCY and Indiana Department of Transportation.
- d. A revised offer and summary statement of just compensation shall be provided the owner if:
  - 1. The extent of the taking is revised, or
  - 2. The approved estimate of just compensation is revised by the Review Appraiser.
- e. The Buyer shall maintain adequate records to include a report for each parcel containing but not limited to:
  - 1. The date and place of contact.
  - 2. Parties of interest contacted.
  - 3. Offer made.
  - 4. Counter-offer or reasons offer was not accepted.
  - 5. The report must be signed and dated by the Buyer, and initialed by the persons contacted.
- f. The property owner may be given a copy of the report on each contact.
- g. When attempts to buy are successful, a signed statement is to be prepared by the Buyer to the effect that:
  - 1. The written offer embodies all considerations agreed to by the property owner;
  - 2. The Buyer understands the acquired property is for use in connection with a federal-aid project;
  - 3. The Buyer has no direct or indirect present or contemplated future personal interest in the property or in any monetary benefit from the acquisition of the property; and,
  - 4. The agreement was reached without coercion of any type.

- h. When attempts to buy are unsuccessful the Buyer shall record his/her recommendation for action and submit it to the LOCAL PUBLIC AGENCY.
  - 1. The recommendation shall consider administrative settlement, including amount of settlement and reasons for a settlement.
  - 2. Otherwise, a condemnation report shall be filled out and submitted.
- 7. All information contained in the appraisal shall be treated as confidential. The Buyer is to take all steps to ensure that he/she does not divulge any of this information to anyone other than a duly authorized representative of the LOCAL PUBLIC AGENCY, Indiana Department of Transportation, or Federal Highway Administration unless authorized in writing by the LOCAL PUBLIC AGENCY to reveal the information to another designated party.
- 8. Subsection 14 of Section V shall not apply to the Buyer. Should the quality and/or progress of the buying be unsatisfactory, the LOCAL PUBLIC AGENCY may terminate the services of the Buyer by giving five (5) days written notice. The earned value of the work performed shall be based upon the percentage of work completed at the time of the termination. All records of the Buyer and work completed or partially completed, shall become the property of the LOCAL PUBLIC AGENCY.

## APPENDIX "B"

The LOCAL PUBLIC AGENCY shall furnish the CONSULTANT with the following:

- A. Provide individual plats for each parcel.
- B. Legal description(s) of the right-of-way to be acquired on each parcel.
- C. Final right-of-way plans for the project.
- D. Guarantee access to and make all provisions for the CONSULTANT to enter upon public and private lands as required for the CONSULTANT to perform the work under this Agreement.
- E. Right-of-Way stake out.
- F. Title documents.
- G. Acquisition instruments which have been prepared or approved by the LOCAL PUBLIC AGENCY's legal counsel for each parcel.
- H. Recording of all transfer documents after the parcel is acquired by the Buyer.
- I. Lease agreements prepared by or approved by the LOCAL PUBLIC AGENCY'S attorney.
- J. All payments due the property owner and/or the relocatee.
- K. Copies of the location and/or design study reports, if applicable.
- L. Copies of the environmental studies and/or approvals, if applicable.
- M. Partial mortgage release fees.
- N. Legal counsel to handle all condemnation proceedings and all other legal matters.
- O. The money for all payments due the property owner and/or the relocatee.
- P. Copies of recorded documents and canceled checks.

## APPENDIX "C"

### Schedule

All work by the CONSULTANT under this Agreement shall be completed and delivered to the LOCAL PUBLIC AGENCY no later than 390 calendar days after notification to proceed from the LOCAL PUBLIC AGENCY.

For the purposes of contract control the work shall be submitted by the CONSULTANT to the LOCAL PUBLIC AGENCY for review and approval within the following approximate time periods:

- A. Appraisals and documentation  
Within 150 days after the Notice to Proceed with the appraisals.
- B. Review Appraisals and documentation  
Within 30 days after receipt of each appraisal from the Appraiser.
- C. Buying and documentation  
Within 180 days after receipt of Notice to Proceed with buying on each parcel.
- D. Relocation and documentation - NA

## APPENDIX "D"

### A. Amount of compensation

1. The CONSULTANT shall receive as payment for the work performed under this Agreement the total fee not to exceed \$161,400.00, unless a SUPPLEMENTAL AGREEMENT is approved in writing by the LOCAL PUBLIC AGENCY and the Indiana Department of Transportation.
2. The CONSULTANT will be paid for the work performed under Section A of this Agreement a lump sum fee of \$37,800.00 for Right-of-Way Management and Supervision.
3. The CONSULTANT will be paid for the work performed under the applicable Sections B, C, and D of Appendix "A" of this Agreement, except as provided for in Section 4 of this Appendix, in accordance with the following schedule and as setout in Exhibit "A", attached herewith:

#### Summary of Exhibit "A":

Appraisal Fee:	\$ 47,200.00
Review Appraising Fee:	19,350.00
Buying Fee:	47,050.00
Relocation Fee:	NA
Miscellaneous Expenses (PMR Fees, Recording, etc.)	10,000.00
Right-of-Way Management:	<u>37,800.00</u>
TOTAL	\$ 161,400.00

4. In consideration for condemnation proceedings described below the LOCAL PUBLIC AGENCY agrees to pay the Right-of-Way Manager, Appraiser, Review Appraiser, and Buyer on a daily basis (or on a pro rata basis for less than a day) the following sums:

	Pre-Trial Conference and <u>Preparation</u>	Testimony in Court as Expert <u>Witness</u>
Right-of-Way Manager	\$ 500.00 per day	\$ 500.00 per day
Appraiser	500.00 per day	500.00 per day
Review Appraiser	500.00 per day	500.00 per day
Buyer	500.00 per day	500.00 per day

Pro rata basis is \$125.00 per hour not to exceed the daily rate of \$500.00 per day.

B. Method of Payment

1. The CONSULTANT shall submit invoices to the LOCAL PUBLIC AGENCY not more often than once per month during the progress of the work, for payment on account for the work completed.
2. For work performed under Section A of Appendix "A" the LOCAL PUBLIC AGENCY agrees to pay the CONSULTANT for rendering such services the percentage of the work completed.
3. For work performed under the applicable Sections B, C, D, and E of Appendix "A", and upon completion of the respective work and its acceptance by the LOCAL PUBLIC AGENCY, the LOCAL PUBLIC AGENCY agrees to pay the CONSULTANT the fees established. No partial payments shall be made on a per parcel fee.

NAME	PAR	APR TYPE	Appraisal Fees	Review Appraisal Fee Paul Deem	Buyer Base Fee	Buyer-Complex Lien Fee	R/W Management Fee BFS(Lump Sum)
Parren, Christine M.	1	VF WV	\$1,100	\$495	\$1,050	\$100	\$900
Love, Joseph B. & Sherri L.	2	VF WV	\$1,100	\$495	\$1,050	\$100	\$900
Williams, Kenneth Ryan & Jennifer Suzanne	3	VF WV	\$1,100	\$495	\$1,050	\$100	\$900
McBeath, Jerry & Cathleen Ann	4	VF	\$1,100	\$495	\$1,050	\$100	\$900
Steele, Craig & Nisha	5	VF WV	\$1,100	\$495	\$1,050	\$100	\$900
Houck, Joseph B. Julie M.	6	VF WV	\$1,100	\$495	\$1,050		\$900
Pettijohn, Michael Travis & Anaisa	7	VF	\$1,100	\$495	\$1,050	\$100	\$900
Losch, Marlin C. III & Marilyn J.	8	VF WV	\$1,100	\$495	\$1,050		\$900
Michael, Christopher A.	9	VF WV	\$1,100	\$495	\$1,050		\$900
Neu, John M. & Pamela K.	10	WV	\$600	\$0	\$1,050		\$900
Zolto, Allen	11	VF	\$1,100	\$495	\$1,050	\$100	\$900
Trisler, Jason W.	12	VF WV	\$1,100	\$495	\$1,050	\$100	\$900
Kemp, Douglas R.	13	VF WV	\$1,100	\$495	\$1,050	\$100	\$900
Sullivan, Bradley C. & McNeill, Jane S.	14	VF WV	\$1,100	\$495	\$1,050		\$900
Murdoch, Chris & Rose M.	15	VF WV	\$1,100	\$495	\$1,050		\$900
Rule, Darrell D. & Dawn P.	16	WV	\$600	\$0	\$1,050		\$900
Raughton, Tom W. & Jonna	17	WV	\$600	\$0	\$1,050		\$900
Hyland, Lawrence A. & Darlene R.	18	SF	\$1,600	\$720	\$1,050		\$900
Rupp, Mary Lisa & Medbourn, Dorothy Jean	19	VF WV	\$1,100	\$495	\$1,050		\$900
Power, Rhonda M.	20	VF	\$1,100	\$495	\$1,050	\$100	\$900
Swidan, Kayser Y. & Jane C.	21	VF	\$1,100	\$495	\$1,050		\$900
Berry, David A. & Dianne M.	22	VF	\$1,100	\$495	\$1,050		\$900
Weiland, Glenn A. & Stephanie	23	VF WV	\$1,100	\$495	\$1,050		\$900
Heyne, Jason R.	24	VF	\$1,100	\$495	\$1,050	\$100	\$900
Smith, Thomas R.	25	VF WV	\$1,100	\$495	\$1,050	\$100	\$900
Cearlock, Randy L. & Janet	26	VF	\$1,100	\$495	\$1,050		\$900
Pompei, Phillip J. & Carolyn L.	27	VF WV	\$1,100	\$495	\$1,050		\$900
Nelson, James R. & Karen S.	28	VF WV	\$1,100	\$495	\$1,050		\$900
Ahr, Rick T. & Janet F.	29	WV	\$600	\$0	\$1,050	\$100	\$900



NAME	PAR	APR TYPE	Appraisal Fees	Review Appraisal Fee Paul Deem	Buyer Base Fee	Buyer-Complex Lien Fee	R/W Management Fee BFS(Lump Sum)
Johnsey, Trent D. & Amy L.	30	SF	\$1,600	\$720	\$1,050	\$100	\$900
Griffin, Roy H. III & Cole, Kelly E.	31	VF WV	\$1,100	\$495	\$1,050	\$100	\$900
Dattilo, J. & Dittilo, A., Trustees	32	SF	\$1,600	\$720	\$1,200	\$100	\$900
Givens, Paul E. & Debra B.	33	SF	\$1,600	\$720	\$1,050	\$100	\$900
Fleck, Sean A.	34	SF	\$1,600	\$720	\$1,050	\$100	\$900
Eisberg, Alan B. & GERALYNN A.	35	WV	\$600	\$0	\$1,050	\$100	\$900
Peterson, Howard C. & Dolores M. (9/10th) & Peterson, Timothy C. & Karen (1/10th)	36	SF	\$1,600	\$720	\$1,200	\$100	\$900
Rasmussen, Charles A. & Judy H.	37	VF	\$1,100	\$495	\$1,050	\$100	\$900
Gerlach, James M. & Cathy	39	SF	\$1,600	\$720	\$1,050	\$100	\$900
Bahr, Robert M. & Susan	40	WV	\$600	\$0	\$1,050	\$100	\$900
Sorensen, Henry F.	42	SF	\$1,600	\$720	\$1,050	\$100	\$900
Viking Meadows, L.P.	43	SF	\$1,600	\$720	\$1,200	\$100	\$900
Schenberg, Theodore R. & Patricia C.	45	WV	\$600	\$0	\$1,050		\$900
			\$47,200	\$19,350	\$44,550	\$2,500	\$37,800
			\$66,550		\$47,050		
TOTAL NO. PARCELS = 42							
Total R/W Services			\$151,400				
Miscellaneous Expenses			\$10,000				
TOTAL RIGHT-OF-WAY SERVICES			\$161,400				